

The Palestinian Institute for Youth Policy Making (PIYPM) is the Palestinian chapter of the Arab Institute for Youth Policy Making. PIYPM aims at promoting Palestinian youth participation in the policy and decision making processes. We offer a wide variety of programs and activities that help youth acquire unique skills and knowledge to become agents for change in the Palestinian society.

PIYPM is seeking candidates to fill a number of positions. These positions are located in the Gaza Strip in the Palestinian territories. If you are interested in one of the positions listed below, please follow the information provided, fill the application and email it with other required documents by 26 October 2012.

**PLEASE NOTE:** This is a voluntary position. Although, any financial needs related to activities will be covered by PIYPM

- **Israel Highlighted Program Coordinator**

#### **Purpose of the Position**

The Israel Highlighted Program Coordinator is responsible for developing, implementing and evaluating activities of the Israel Highlighted Program.

#### **Education and Experience:**

- At least 2 years of experience in NGOs, CBOs, volunteering, media, or any relevant field.
- An experience of participation in programs abroad or studying abroad is preferable
- Relevant training or qualifications

#### **Responsibilities**

1. Prepare an action plan for Israel Highlighted Program
2. Lead the activities of Israel Highlighted Program
3. Ensure program information is available
4. Identify topics and issues to be addressed by PYIPM
5. Schedule activities, facilities and volunteers as required
6. Recruit, train and oversee volunteers
7. Ensure that youth and youth organizations are aware of available activities
8. Provide quarterly and yearly reports about the program
9. Ensure that all activities are implemented according to relevant legislation, policies and procedures of PIYPM and Arab Institute for Youth Policy Making.

## **Knowledge**

The applicant must have proficient knowledge and understanding of the Israeli politics, society, culture, and history and is abreast of developments in Israel.

## **Skills**

The applicant must demonstrate the following skills:

- Ability to administer program and decision making
- Team building and team work
- Analytical and critical thinking and problem solving
- Effective verbal, presentation, and listening communications skills
- Effective written communications skills in both Arabic and English languages
- Computer skills including the MS. Office

## **Personal Attributes**

The applicant must also demonstrate the following personal attributes:

- be honest and trustworthy
- be respectful
- possess cultural awareness and sensitivity
- be flexible
- demonstrate sound work ethics

**Please send your application and other required documents to:**

**Email: [pivpm.com@gmail.com](mailto:pivpm.com@gmail.com)**

**Deadline for application is 26 October 2012. We thank all applicants for their interest.**